

## 1992 CONTENTS

January/February

### LIGHTWAVE TECHNOLOGY

<b>Lightwave Technology: An Update</b>	2
Melvin I. Cohen, Herwig Kogelnik, and Tingye Li	
<b>Undersea Lightwave Systems</b>	5
Peter K. Runge	
<b>The FT-2000 OC-48 Lightwave System</b>	14
Peter F. DeDuck and Steven R. Johnson	
<b>AM Lightwave Technology</b>	23
Carl J. McGrath	
<b>Fiber in the Loop</b>	31
Peter P. Bohn, Michael J. Kania, Joseph M. Nemchik, and Robert C. Purkey	
<b>Optical Datalinks</b>	46
Daniel J. Wasser	
<b>Erbium-Doped Fiber Amplifiers and the Next Generation of Lightwave Systems</b>	53
John L. Zyskind, C. Randy Giles, Jay R. Simpson, and David J. DiGiovanni	
<b>Photonic Integrated Circuits</b>	63
Thomas L. Koch and Uziel Koren	
<b>Quantum Well Lasers in Telecommunications</b>	75
J. E. Geusic, R. L. Hartman, Uziel Koren, Won-Tien Tsang, and Daniel P. Wilt	
<b>Free-Space Photonics in Switching</b>	84
H. Scott Hinton and David A. B. Miller	

March/April

### ENVIRONMENTAL TECHNOLOGY

<b>Technology's Impact of the Environment: Both Problem and Solution</b>	2
David R. Chittick	
<b>Elimination VOCs and CFCs at the AT&amp;T Printed-Circuit Board Headquarters</b>	5
Louis S. DiMarino, Jr., Philip A. Joseph, and Earl J. Sherwood	
<b>A Systems Engineering Methodology for Manufacturing Waste Minimization</b>	11
John R. Piazza, Geoffrey C. Scott, Janine G. Sekutowski, and George Williams	
<b>Environmental Control in Semiconductor Manufacturing</b>	19
Charles L. Fraust, Philip L. Cornejo, R. Bryon Davis, Edward R. Miroslaw, and Ilse Stoll	

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<b>Lightwave Technology: An Update</b>	2
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<b>Undersea Lightwave Systems</b>	5
Peter K. Runge	
<b>The FT-2000 OC-48 Lightwave System</b>	14
Peter F. DeDuck and Steven R. Johnson	
<b>AM Lightwave Technology</b>	23
Carl J. McGrath	
<b>Fiber in the Loop</b>	31
Peter P. Bohn, Michael J. Kania, Joseph M. Nemchik, and Robert C. Purkey	
<b>Optical Datalinks</b>	46
Daniel J. Wasser	
<b>Erbium-Doped Fiber Amplifiers and the Next Generation of Lightwave Systems</b>	53
John L. Zyskind, C. Randy Giles, Jay R. Simpson, and David J. DiGiovanni	
<b>Photonic Integrated Circuits</b>	63
Thomas L. Koch and Uziel Koren	
<b>Quantum Well Lasers in Telecommunications</b>	75
J. E. Geusic, R. L. Hartman, Uziel Koren, Won-Tien Tsang, and Daniel P. Wilt	
<b>Free-Space Photonics in Switching</b>	84
H. Scott Hinton and David A. B. Miller	

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<b>Technology's Impact of the Environment: Both Problem and Solution</b>	2
David R. Chittick	
<b>Elimination VOCs and CFCs at the AT&amp;T Printed-Circuit Board Headquarters</b>	5
Louis S. DiMarino, Jr., Philip A. Joseph, and Earl J. Sherwood	
<b>A Systems Engineering Methodology for Manufacturing Waste Minimization</b>	11
John R. Piazza, Geoffrey C. Scott, Janine G. Sekutowski, and George Williams	
<b>Environmental Control in Semiconductor Manufacturing</b>	19
Charles L. Fraust, Philip L. Cornejo, R. Bryon Davis, Edward R. Miroslaw, and Ilse Stoll	

<b>Process Emissions Monitoring and Control</b>	<b>29</b>
Laurence S. Bernson, Ethel W. Hopkins, James L. Lloyd, Leonard W. Oberc, Manjini Saminathan, David B. Steele, Michael K. Thompson, and Gary L. Wolk	
<b>No-Clean Soldering Process</b>	<b>37</b>
Leslie A. Guth and John R. Morris	
<b>Aqueous and Semi-Aqueous Cleaning Processes</b>	<b>45</b>
George M. Wenger, David A. Dickinson, Gregory C. Munie, Gregory P. Tashjian, and Robert G. Furrow	
<b>Oxygen-Plasma Cleaning of Hybrid Integrated Circuits</b>	<b>52</b>
Robert J. Brunner	

#### May/June

### QUALITY PROCESSES: DEVELOPMENT

<b>An Overview of Quality and Project Management Processes at AT&amp;T</b>	<b>2</b>
Alec Feiner and Katherine A. Edward	
<b>The 5ESS Switch U.S. Market Front End Process</b>	<b>8</b>
Daryl L. Farley	
<b>The Fast Decision Process</b>	<b>15</b>
Catherine A. D'Abadie, Michael W. Funk, Francine S. Litofsky, and David E. Nelsen	
<b>Managing Organizational Handoffs with Empowered Teams</b>	<b>22</b>
Kathleen K. Glass and Lucinda M. Sanders	
<b>Product Definition Through the Design-by-Use Process</b>	<b>31</b>
Steven L. Greenspan, John J. Wisowaty, and Raymond E. Bright, Jr.	
<b>Robust Testing of AT&amp;T PMX/StarMAIL Using OATS</b>	<b>41</b>
Robert Brownlie, James Prowse, and Madhav S. Phadke	
<b>Total Quality Management for a Large Software Project</b>	<b>48</b>
Joseph S. Colson, Jr., and Edward M. Prell	
<b>Managing Quality and Quality Improvement</b>	<b>57</b>
David C. Elmendorf	
<b>Improving Time to Market in Consumer Products</b>	<b>66</b>
Frank P. Sansone and Howard M. Singer	

#### July/August

### QUALITY PROCESSES: MANUFACTURING

<b>Variability and Capability: The Foundation of Competitive Operations Performance</b>	<b>2</b>
George Foo and David J. Friedman	

<b>Quality Improvement Using Environmental Stress Testing</b>	<b>10</b>
T. Paul Parker and Gordon L. Harrison	
<b>An Automated Cable Assembly Machine</b>	<b>24</b>
Carl R. Anderson, Allan R. Brown, and Gary G. Seaman	
<b>Three-Dimensional Imaging for Circuit-Board Assembly</b>	<b>30</b>
Israel Amir, Frank P. Higgins, John B. Macdonald, Howard N. Gaston, and Rodney E. Griffin	
<b>Improving Service Efficiency in Manufacturing Integrated Circuits</b>	<b>37</b>
Brian L. Farrell, William Kahan, Jay W. Reightler, and Alan C. Woodard	
<b>Progressive Hand Assembly of Circuit Packs in a Small-Lot, High-Mix Environment</b>	<b>45</b>
W. Andrew Elliott	
<b>Design and Development of a Program-and-Place Surface-Mount-Assembly Machine</b>	<b>51</b>
C. Greg Bess, Walter W. Jones, and Edward E. Lewis	
<b>Quality and Productivity in Injection Mold Tool Construction: A View from Manufacturing</b>	<b>61</b>
Bernie D. Tull, Jr.	

#### September/October

#### GLOBAL PARTNERING: SERVICES

<b>Partnering: A Strategic Element of Globalization</b>	<b>2</b>
John S. Mayo	
<b>Globalization of Intelligent Network Services</b>	<b>6</b>
Jack S. Sykes and Eldred J. Visser	
<b>Evolution of Routing and Capacity Management in International Switched Networks</b>	<b>13</b>
Lawrence D. Fossett, Arik Kashper, Seyhan Civanlar, and William D. Radwill	
<b>Global Teamwork: Developing International ISDN Capabilities for the 5ESS Switch</b>	<b>24</b>
Gwan K. Lie, Thomas L. McRoberts, Jan Neuteboom, Robert E. Schleicher, and Jeffrey D. Wiggs	
<b>AT&amp;T's Global Intelligent Network Architecture</b>	<b>30</b>
Herbert W. Kettler, Gautham Natarajan, Ecaterina W. Scher, Phillip Y. Shih, and Peggy Marr Wainscott	
<b>Optical Fiber System Design for TelMex</b>	<b>36</b>
Dan L. Philen, Merrell Q. Garvin, Javier García-Arce, Wim M. M. Botermans, and Eduardo Gomez Chibli	
<b>AT&amp;T and TÉLÉSYSTEMES Partnering in France</b>	<b>45</b>
G. Chet Ebner, Thomas K. Lybarger, and Philippe Coville	

November/December

SOFTWARE DEVELOPMENT PROCESS

<b>Competing in Large-Scale Software Development</b>	<b>2</b>
Stacey J. Gelman, Fred M. Lax, and Joseph F. Maranzano	
<b>Reengineering the New Product Introduction Process</b>	<b>12</b>
George W. Arnold and Mark C. Floyd	
<b>Experiences Applying Methods Supported by CASE Tools</b>	<b>20</b>
Kathleen Culver-Lozo and Vicki Glezman	
<b>Object-Oriented Design and Programming</b>	<b>27</b>
Cecilia M. Castillo, Elizabeth B. Flanagan, and Nancy W. Wilkinson	
<b>Architectures for Large-Scale Reuse</b>	<b>34</b>
Roger P. Beck, Satish R. Desai, Doris R. Ryan, Ronald W. Tower, Dennis Q. Vroom, and Linda Mayer Wood	
<b>Tools and Techniques for Building and Testing Software Systems</b>	<b>46</b>
Glenn S. Fowler, James E. Humelsine, and Carl H. Olson	
<b>Research in Software</b>	<b>62</b>
David G. Belanger, Eric E. Sumner, Jr., and Peter J. Weinberger	

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

